



Résumé Format

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Wouldn't it be great if you could just say "Abracadabra" and out comes this beautifully designed résumé?

Well, that's exactly why résumé templates exist! Most sites offer free résumé templates that allow you to create a résumé with ease. However, many fear their résumé may be overlooked by recruiters if it appears to be too general. Though there may be some truth to that, the pros of using a template outweigh the cons – *you just have to be smart about it!*

According to [Windows Central](#), there are now 1.2 billion *Office* users. That's a lot of job seekers with the same résumé template search at their fingertips. The good news is that there are so many templates available that you don't have to pick the first or one everyone else has. Take your time and you will find something that appeals to you visually and helps you organize your thoughts and experience so you minimize the chance of having a cookie-cutter résumé that may make you look like a cookie-cutter candidate. To narrow the search down, ask yourself these questions:

- Does the company have a unique presence or culture?
- What do I want the template to say about me? Does it reflect my personality?
- Does the template allow me to properly display my skills and qualifications?

Keep in mind that having an attractive résumé template is completing half the goal, but if your content is lacking, having an attractive résumé isn't going to do much for you. Here are a few tips and tricks to include on your résumé that will help attract hiring managers and showcase your skills, experience, and career objectives.

Contact Information

- **Continue to keep your street address private.** While you may have to include it on an application, you no longer need to on your résumé. It is now discouraged to include it when submitting résumés online because no guarantee is receiving it. It would be best to include the URL for your LinkedIn page instead.
- **Add your LinkedIn URL and connect!** Recruiters use LinkedIn to search for potential candidates and advertise job openings through groups. The more connections you have the greater chance you have of finding what you want. You can connect with:
 - employers (former and present)
 - co-workers, professors, family, and friends
 - organizations, institutions, and companies

- If you are relocating you can list both your current City, ST, and future area (Charleston, SC; Austin, TX) mailing address/area.
- Include an active phone number and e-mail address. Make sure your voice greeting and email name are clear and professional. Check this often!
- QR barcodes can also be included to showcase any additional work from your social pages, web links, or projects.

Education

- Always list the College name, Location, Degree, Major/Minor, Expected Graduation Date (or Class of 20xx)
- Study Abroad: College name, Location, and Semester and year attended.
- Relevant Courses (Optional): list classes that are directly related to the position/industry in which you are applying.
- Grade Point Average: list if favorable (3.00 or above). You can list your Major GPA if it is higher than your overall GPA.
- High School: list if you are a first or second-year student; if your high school is top-ranked; if you obtained a significant honor (e.g., *Valedictorian*, *Senior Class President*)
- Honors & Awards: include academic honors, scholarships, honor societies, or awards. Don't forget the dates, semester, and year.

Experience

- Section titles may include Experience; Work Experience; Employment; Professional Experience; Leadership Experience.
- Categorize your experience using special titles (e.g., Research; Teaching; Environmental; International) to target your résumé to a particular job/industry
- List your current/most recent employment first and continue in reverse, chronological order.
- Full and part-time work experiences, internships, volunteer work, and significant projects outside of the classroom (optional, list volunteer work in a separate "Community Service" section of your résumé)
- Include job title, employer name, location, and dates (MM/YYYY or YYYY)
- Use skill words (**see Action Verbs page**) to detail and quantify your work.
- Select the experiences that best demonstrate your qualifications. No need to list *everything!* Save some for the interview, but give enough to get the interview.
- Avoid using personal pronouns such as "I", "me", or "my".

Skills

- Computer Skills: list software programs and hardware with which you are proficient
- Languages: add level of proficiency (native, fluent, proficient)
- List the organizations, positions held, and dates involved (if the involvement is related to the job/industry you are applying to, you may consider including it in your experience section)
- Activities: student government, clubs, athletics, arts, community service, special projects, and volunteer
- Professional Affiliations & Memberships: demonstrate your leadership abilities, organizational talents, or other valuable skills. Be certain to list roles and membership.

Having a great template is a plus but a simple résumé template isn't going to harm your chances of getting an interview. In the end, it's more about the quality of your content!

Résumé assistance is free of charge and available year-round for current students and alumni. To schedule your appointment with a Career Specialist, please use NAVIGATE. If you have any questions or concerns, call 843-574-6119 or email stuemploy@tridenttech.edu